Reports

MAERS Development Team

Reports

Reports

Report Notes:

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Reports

Report Fun Facts:

- **Data Management Reports –**
  - ✓ Accessible to all MAERS Users
  - ✓ Assists in timely MAERS data entry
  - ✓ Provides year to date participant data
  - ✓ Links that navigate from the report to the Participant record
  - ✓ Most reports are viewable the next business day (Custom Run)
  - ✓ 2 Online reports available immediately
  - ✓ Filters by location available

- **NRS Performance Reports –**
  - ✓ Accessible by Fiscal Agent MAERS Users
  - ✓ Provides end of year program performance
  - ✓ Viewable same day
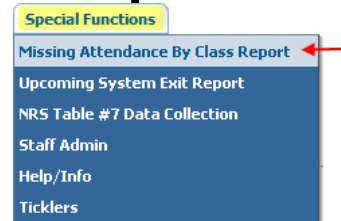
Reports

Data Management Reports:

Online Reports -

- <u>Missing Attendance by Class Report</u> – Assists in keeping participant attendance up to date
  - ✓ Displays classes by month where attendance is missing for one or more participants
  - ✓ Provides a link directly to the Class Attendance by Group for easy updating
  - ✓ View this report monthly to stay up on class attendance

- <u>Upcoming System Exit Report</u> – Assists in avoiding system exits
  - ✓ Displays participants who will be system exited within the next 30 days due to 90 days of no service in the program
  - ✓ Provides a link directly to the Participant's record which needs updating
  - ✓ View this report monthly to avoid system exits

Reports

Missing Attendance by Class Report –

- Found within the Special Functions tab

Special Functions
Missing Attendance By Class Report ←
Upcoming System Exit Report
NRS Table #7 Data Collection
Staff Admin
Help/Info
Ticklers

- Optional to filter the report by Instructor, Location, and/or Course

Class Search Criteria

Missing Attendance By Class Search Criteria

Select Your Criteria

⇨ Program Year: 2012

⇨ Provider Name/Code: JOHNSON AE (Code: JOHNSON2)

To narrow your result set, you may also select an Instructor, Location, or Course:

Class Instructor: Any Instructor

Class Location: Any Location

Course Name: Any Location / JOHNSON CENTER 3 / JOHNSON LAB1

Search

- Select the month link to update attendance

Missing Attendance by Class Report

• Below is a table that lists Classes and their Attendance Months. Attendance data is missing for one or more Participants for each of the Attendance Months listed for every Class in the table. Follow the links for each month to enter the missing Attendance data.

Selec the month link to update the class attendance for any participant missing attendance data →

#	Class ID	Class Name	Class No	Month
1.	1077207699	ABE	100	Jan 2013
#	Class ID	Class Name	Class No	Month
2.	1077207721	ABE	100	Jan 2013
#	Class ID	Class Name	Class No	Month
3.	1077207715	ESL	200	Jan 2013

Reports

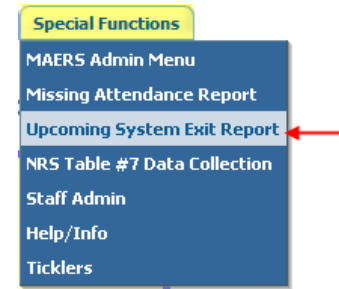**Missing Attendance by Class Report cont.** –

- Update attendance and click on the Save button

Reports

Upcoming System Exit Report –

* Found within the Special Functions tab

* Filter the list to see records subject to be exited next day, within the 7, 14, or 30 days.

* Optional filter by last name to search for a specific Participant or group of participants.

Reports

Upcoming System Exit Report cont. –

- Click on the Participant name link to update the record as needed to avoid the system exit

Upcoming System Exit Search Results

Click on the name link to navigate to the Participant's Registration screen

A reminder of System Exit reasons including instructions of which screen sot update to avoid the System Exit

Records that will exit:	Provider:
Within the next 30 days	AURA LEARNING (Code: T0002)

Click on the 'Participant Name' column to view the record.

Show 10 entries   Search:

Participant Name	LSN	Registration Date
ANJUS, AARON	AL-200	07/01/2011
BILLOWS, BARRY	AL-300	07/01/2011
CRAVEN, CASSIE	AL-500	07/01/2011
MUNSON, MARK	ALC-R00013	02/01/2013

Showing 1 to 4 of 4 entries

First   Previous   1   Next   Last

Copy to clipboard   Export to Excel   Export to PDF   Print

System Exits occur for one of three reasons:

1. No active Class Enrollments for 90 Days without a Planned Gap
2. No Attendance for three consecutive months in all classes
3. A Planned Gap is ending without a subsequent Class Enrollment

Please navigate to the Participant Class Enrollment screen and the Single Participant Attendance screen and update the record as needed to avoid a System Exit.

Reports

Upcoming System Exit Report cont. –

- Update the record as needed. (Attendance screen example shown) This will remove the Participant from the Upcoming System Exit Report.

Reports

Data Management Reports:

Custom Run Reports –

- ✓ All reports provide links that navigate from the report to the Participant record
- ✓ Reports are available the next business day
  - ❖ *Note: Unsure if you are running the correct report? If the report offers a Begin and End Date selection, schedule the report online for the last 7 days and view within minutes. If this is the correct report, then schedule a custom run report with the needed dates.*

- Characteristic Reports –
  - ✓ These reports will provide Participant characteristic counts based on status and instructional area
  - ✓ Review these reports as needed

- Follow Up Selection Report –
  - ✓ Provides a list of participants who are included in the Follow Up process
  - ✓ Review this report quarterly to avoid missing important Follow Up contact dates

- Missing Data Report –
  - ✓ Provides a list of missing data for enrolled participants
  - ✓ Review this report quarterly to assure all data is up to date

- Participant Post Test Listing Report –
  - ✓ Provides a list of participants who are or are not eligible to post-test
  - ✓ Review this report monthly and post-test accordingly

Reports

Data Management Reports:

Custom Run Reports cont. –

- Participant Active Enrollment Report –
  - ✓ Provides a detailed list of participants who have had a class enrollment along with any MAERS data
  - ✓ Review this report as needed for comprehensive Participant data
- Provider Educational Gain Report –
  - ✓ Provides counts of participants who made EFL gains along with a post-test rate for the program
  - ✓ Review this report beginning in January then monthly to analyze performance
- Simple Participant Listing Report –
  - ✓ Provides a list of all registered participants, both new and continuing from the previous Program Year
  - ✓ Review this report after all new participants are registered then as needed
- Missing Monthly Attendance Summary – Fiscal Agent User Level only
  - ✓ Provides a count of participants missing attendance for a specific month
  - ✓ Review this report monthly to determine if attendance is missing for any classes for the previous month

Data Management Reports –

Report Name	Report Description and Population Requirements	Report Scheduling Recommendation
Simple Participant Listing (SIMPLEPART)	Lists all registered participants during the Program Year, both new and continuing registrations. To be included in this report the following is required: • Active registration in the Program Year *Note: Filter options on this report can include or exclude exited participants*	• After Registrations are entered then as needed
Participant Active Enrollment (AESER)	A listing of participants including attendance, assessment, and cohort information. To be included in this report the following is required: • Enrollment in one or more classes at any time during the selected Program Year	• As needed
Post Test Listing (AEPOSTTEST)	Lists participants who have the required number of attendance hours to be eligible to post-test. To be included in this report the following is required: • Pre – Test	• Monthly
Follow Up Selection (AEFOLSEL)	Lists participants who are included in the Follow Up process. To be included on this report the following is required: • 12 or more attendance hours • Program Exit • Contact begin date is within the Program Year *Note: Filter options on this report can include all Follow Up, completed Follow Up, or Follow Up in progress*	• Quarterly
Missing Data (AEMDR)	Lists missing data for enrolled participants. To be included in this report the following is required: • Enrollment in one or more classes at some time during the Program Year *Note: At this time, missing pre-tests are not included. To determine who may be missing a pre-test or class enrollment run both the SIMPLEPART and the AESER. If a name is on the SIMPLEPART and not on the AESER, that Participant is most likely missing a pre-test and/or a class enrollment.*	• Quarterly
Provider Educational Gain (Provedgain)	Counts EFL Gains and Post – Test rate. To be included in this report the following is required: • All Registration filter – This will include all registered participants for the report year • NRS Registration filter – Will include participants who have a pre-test and 12 or more attendance hours	• Monthly beginning mid Program Year
Participant Characteristics (AEPARTCHAR)	Counts participant characteristics for all registered participants. To be included in this report the following is required: • Active registration in the Program Year Note: The report can be filtered by All Registrations or NRS Registrations: • All Registration filter – This will include all registered participants for the report year • NRS Registration filter – Will include participants who have a pre-test and 12 or more	• As needed

Report Name	Report Description and Population Requirements	Report Scheduling Recommendation
Instructional Area Characteristics (AEPROGCHAR)	Counts participant characteristics by Instructional Area. To be included in this report the following is required: • Program Exit *Note: The report can be filtered by All Registrations or NRS Registrations:* • All Registration filter – This will include all exited participants for the report year • NRS Registration filter – Will include participants who have a pre-test and 12 or more	• As needed
Exited Participant Characteristics (AEEXCHAR)	Counts exited participant characteristics by Exit Status, EFL Gains, and Cohort and Goal Attainment. To be included in this report the following is required: • Program Exit *Note: The report can be filtered by All Registrations or NRS Registrations:* • All Registration filter – This will include all registered participants who were active for the report year • NRS Registration filter – Will include participants who have a pre-test and 12 or more	• As needed
Missing Monthly Attendance Summary (MISSATTEND – Fiscal Agent Level)	Determines missing attendance for a selected month. Use this report to quickly determine if any attendance is missing for a given month. To be included in this report the following is required: • Active Registration within the selected month *Note: Zero's are considered valid data and will not count on this report as missing attendance*	• Monthly
Online Missing Attendance by Class Report	Displays classes by month where attendance is missing for one or more participants. To be included on this report the following is required: • At least one Participant within the class must be missing attendance for that month	• Monthly
Online Upcoming System Exit Report	Displays participants who will be system exited due to either 90 days of no service or no attendance for the last 3 months. To be included in this report only one of the following is required: • A Participant has not been actively enrolled into a class for 90 days • A Participant has no attendance entered for 3 consecutive months • A Participant has zero's entered for attendance for 3 consecutive months • A Participant's Planned Gap has ended without a class enrollment immediately following *Note: This report can be filtered to view records which will exit Tomorrow, Within the next 7 days, Within the next 14 days, or Within the next 30 days.*	• Monthly

Reports

NRS Performance Reports:

Online Run Reports –

- ✓ Reports are available after October 25th following the Program Year
- NRS Table 1 -
  - ✓ Provides Participant ethnicity and sex counts by EFL
- NRS Table 2 –
  - ✓ Provides Participant ethnicity and sex counts by age group
- NRS Table 3 –
  - ✓ Provides Participant counts by Program Type, Instructional Area and Age Group
- NRS Table 4 –
  - ✓ Provides Participant counts by EFL and EFL Gains
- NRS Table 4B –
  - ✓ Provides Participant counts by EFL Gains for those who pre and post-tested
- NRS Table 4C –
  - ✓ Provides Participant counts by EFL Gains for Distance Learners

Reports

NRS Performance Reports:

Online Run Reports cont. –

- NRS Table 5 –
  - ✓ Provides Participant counts by Core Follow Up Outcome Cohort Achievements

- NRS Table 5A –
  - ✓ Provides Participant counts by Core Follow Up Outcome Cohort Achievements for Distance Learners

- NRS Table 6 –
  - ✓ Provides Participant counts by Program Registration characteristics

- NRS Table 7 –
  - ✓ Provides Professional Staffing counts

- NRS Table 8 –
  - ✓ Provides Participant counts by Core Follow Up Outcome Achievements, EFL and Cohorts, for Family Literacy Programs

- NRS Table 10 –
  - ✓ Provides Participant counts by Core Follow Up Outcome Achievements, EFL and Cohorts, for Correctional Education Programs

NRS Performance Reports – Online Run Reports

Report Name	Report Description and Population Requirements	Report Scheduling Recommendation
NRS Table 1 (AENRS-TABLE1)	A count of participants by Entering Educational Functioning Level, Ethnicity and Sex. Use this report to complete the WIA Title II Federal Final Narrative Report. To be included on this report the following is required: • Pre-Test • 12 or more attendance hours	• Available after October 25th following the Program Year
NRS Table 2 (AENRS-TABLE2)	A count of participants by Age, Ethnicity and Sex. Use this report to complete the WIA Title II Federal Final Narrative Report. To be included on this report the following is required. • Pre-Test • 12 or more attendance hours	• Available after October 25th following the Program Year
NRS Table 3 (AENRS-TABLE3)	A count of participants by Program Type, Instructional Area and Age. Use this report to complete the WIA Title II Federal Final Narrative Report. To be included on this report the following is required. • Pre-Test • 12 or more attendance hours	• Available after October 25th following the Program Year
NRS Table 4 (AENRS-TABLE4)	A count of Educational Gains and Attendance by Entering Educational Functioning Level. Use this report for Performance Benchmarks set by USDOE and to complete the WIA Title II Federal Final Narrative Report. To be included on this report the following is required: • Pre – Test • 12 or more attendance hours	• Available after October 25th following the Program Year
NRS Table 4B (AENRS-TABLE4B)	A count of Educational Gains and Attendance for Pre- and Post-Tested participants. To be included on this report the following is required: • Pre-Test • 12 or more attendance hours • Post-Test	• Available after October 25th following the Program Year
NRS Table 4C (AENRS-TABLE4C)	A count of Educational Gains and Attendance for Distance Learning participants. To be included on this report the following is required: • Pre-Test • 12 or more attendance hours • Participants with the Receiving Distance Learning services marked on the Other tab within their Registration	• Available after October 25th following the Program Year

Report Name	Report Description and Population Requirements	Report Scheduling Recommendation
NRS Table 5 (AENRS-TABLE5)	A count of participant's Core Follow Up Outcome Cohort Achievements. Use this report for Performance Benchmarks set by USDOE. To be included on this report the following is required: • Pre-Test • 12 or more attendance hours • Program Exit	• Available after October 25th following the Program Year
NRS Table 5A (AENRS-TABLE5A)	A count of Distance Learning participant's Core Follow Up Outcome Achievements. To be included on this report the following is required: • Pre-Test • 12 or more attendance hours • Program Exit • Participants with the Receiving Distance Learning services marked on the Other tab within their Registration	• Available after October 25th following the Program Year
NRS Table 6 (AENRS-TABLE6)	A count of participant Status and Program Enrollment characteristics. Use this report to complete the WIA Title II Federal Final Narrative Report. To be included on this report the following is required: • Pre-Test • 12 or more attendance hours	• Available after October 25th following the Program Year
NRS Table 7 (AENRS-TABLE7))	Professional Staffing Counts. Use this report to complete the WIA Title II Federal Final Narrative Report. This table displays in MAERS automatically on September 14th each year and must be updated at that time. This table should be updated if new staff is acquired during the Program Year. Note: Update with staff additions only during the Program Year. Do not reduce the number when staff leaves the program.	• September 14th then as needed
NRS Table 8 (AENRS-TABLE8)	A count of Core Follow Up Outcome Achievements, EFL and Cohorts, for Adults in Family Literacy Programs. To be included on this report the following is required: • Pre-Test • 12 or more attendance hours • Program Exit • Participant's enrolled in a class with the Fam. Lit. Instructional Area	• Available after October 25th following the Program Year
NRS Table 10 (AENRS-TABLE10)	A count of Core Follow Up Outcome Achievements, EFL and Cohorts, for Adults in Correctional Education Programs. To be included on this report the following is required: • Pre-Test • 12 or more attendance hours • Program Exit • Participants with one of the Corrections services selected on the Other tab within their Registration	• Available after October 25th following the Program Year

MAERS Development Team

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